

**ANNOUNCEMENT FOR PERSONAL SERVICES CONTRACTS
FOR GRADUATE STUDENTS OR RECENT GRADUATES**

RFQ-OH-04-00167

**U.S. Environmental Protection Agency
Office of Research and Development
Office of Public Affairs**

The U.S. Environmental Protection Agency (EPA) National Risk Management Research Laboratory (NRMRL), Office of Research and Development (ORD), Public Affairs Office (PAO) is seeking one individual, at least 18 years of age who is either a first year graduate student (in good standing enrolled in a degree program, not necessarily carrying a full course load, but pursuing a degree at a recognized educational institution) or recent graduate (graduated with a degree from a college or university within the past two years) for public affairs support and general assistance for EPA organizations located in Cincinnati.

The Public Affairs Office is responsible for public, media, congressional, international and outreach activities for the agency in Cincinnati. The graduate student/recent graduate contractor will assist with event preparation, writing, maintenance of the Bacon's News Wire Service, actively researching media outlets, creating new communications vehicles, and providing general support, as required.

The graduate student/recent graduate contractor shall possess a bachelor's degree in communications, public relations, public administration, or a related field, and possess superior communications skills, both oral and written. Experience with the use and operation of a personal computer, with emphasis on word processing, familiarity with the Bacon's News Wire Service, and experience in the performance of outreach activities and media outlet searches are desired.

This work is expected to begin approximately October 1, 2004, for a period of twelve (12) months through October 1, 2005, thereafter to include an optional performance period of an additional twelve (12) months through October 1, 2006, at the discretion of the EPA. It is anticipated that the graduate student/recent graduate will work approximately 40 hours per week. Extension or continuance beyond 24 months is prohibited.

The principal duty station location is the Andrew W. Breidenbach Environmental Research Facility, Cincinnati, OH. The student may enter the building only during business hours or when a project member is present.

The working conditions are sedentary and characteristic of general office employment.

U.S. citizens are eligible to participate in this program. Non-U.S. citizens may be eligible to participate, depending on their immigration status and the applicable regulations of the Bureau of Citizenship and Immigration Service (BCIS,) formerly known as the Immigration and Naturalization Service. Graduate students or recent graduates who are EPA ORD employees, or the spouse or child of an EPA ORD employee, are not eligible to participate.

The hourly rate of pay is commensurate with the level of education and experience, as follows:

\$14.28/per hour for recent graduates or graduate students with a BA/BS degree from an accredited university. If interested in this opportunity, the student/recent graduate must propose this rate in order for his/her proposal to be considered acceptable.

Graduate student/recent graduate contractors will be paid the basic hourly rate only for the number of hours worked beyond the 40-hour work week. Graduate student/recent graduate contractors do not accrue leave or holiday benefits and are not paid for any non-work days, regardless of the reason.

Interested students or recent graduates may apply for this opportunity by providing the proposed hourly rate (the one shown above) and a one or two page, excluding the copy of the transcript, resume or statement of qualifications including:

- Full legal name
- Mailing address
- Email address (if any)
- Telephone number
- Social Security Number
- Date of Birth
- Place of Birth
- U.S. Citizenship
- Description of recent classes relevant to the SOW
- Experience related to the scientific field (paid or volunteer work and academic)
- Experience in laboratory work (paid or volunteer work or academic)
- An attached certified copy of the most recent transcript showing listing of courses and overall grade point average.

Interested students or recent graduates should submit their resume or statement of qualifications and rate proposal to:

USEPA CPOD
Charles D. McCormick, Contracting Officer
Mail Code: NWD
26 West Martin Luther King Drive
Cincinnati, Ohio 45268
E-mail: mccormick.charles@epa.gov
Facsimile No. (513) 487-2109

Please reference your submission: RFQ-OH-04-00167

The deadline for submissions is September 27, 2004, at 4:30 P.M.(EDT). Graduate students/recent graduates are responsible for submitting proposals so that they reach the Government office designated by the time specified.

The Government will make contract awards based on all other factors other than price (students'/recent graduates' knowledge and skills, academic and work experience -- training and course work as it relates to the services described in the Announcement) being significantly more important than price. Personal interviews may be conducted with the most promising candidates.

The evaluations of students' or recent graduates' resumes or statements of qualifications will be based on the following evaluation factors:

- 1) Knowledge of Microsoft Word, Excel, Adobe Page Maker, Power Point and/or Word Perfect.
- 2) Knowledge of Media Wire Services and ability to research/compile and develop data entries for distribution of communication information.
- 3) Skill with oral and written communication.
- 4) Experience in working with the technical and general public.

Students or recent graduates who perform under contract to EPA must have a checking or savings account at a financial institution that will accept direct deposits of Federal funds for Electronic Funds Transfer (EFT) prior to award and must register with the Central Contractor Registration (CCR) and Dun and Bradstreet

(D&B). To register with D&B and obtain a DUNS number, selected students or recent graduates can call D&B at 1-866-705-5711 or contact D&B at <http://www.dnb.comlupdte>. To register for the CCR, selected students or recent graduates can call 1-888-227-2423 or 296-961-5757 or contact CCR at <http://www.ccr.gov>. There is no charge to register for DUNS or CCR.

Students or recent graduates who perform under contract to EPA are required to undergo a background investigation consisting of a check of Federal Bureau of Investigation (FBI) name and fingerprint files, and a suitability determination. Selected students or recent graduates will be provided copies of the appropriate forms and instructions on their completion and submission requirements.

Student/recent graduate contractors are responsible for all costs of transportation to and from the principal duty station location. EPA does not provide nor pay for housing, meals, or other living expenses while working at the principal duty station location. If performance of the contract requires overnight travel, the student/recent graduate contractor will travel under the rules and procedures established for Federal employee travel.

EPA will be responsible for compensating students or recent graduates in the same manner as Federal employees for any injury suffered while performing these services. Students or recent graduates are protected from personal common-law tort liability for damages to third parties arising out of his/her work under the same broad-based immunity provided to Federal employees while performing these services. Properly licensed students or recent graduates may be permitted to drive Government vehicles, if required to do so by the statement of work.

Students or recent graduates will be required to comply with Federal requirements for Standards of Ethical Conduct and Conflicts of Interest.

Students or recent graduates may be offered, at Government expense, non-mandatory vaccinations, immunizations, treatments, medical examinations, and health and safety training to safeguard their health prior to beginning certain types of work which may expose them to health or safety risks in the environment.

Selected students or recent graduates will receive more information about these issues prior to award of any contracts.

Statement of Work

Title: Office of Public Affairs - Public Affairs Assistant

1. Project Description:

The National Risk Management Research Laboratory (NRMRL), Cincinnati, Ohio, is the principal entity within EPA's Office of Research and Development (ORD) responsible for environmental risk management research related to characterization of pollutant generation and release; prevention and control of pollution to air, land and water resources; protection of water quality and public water systems; the remediation of contaminated soils and groundwater; and the protection of the public health from indoor pollutants. The Public Affairs Office (PAO) is responsible for all public, media, congressional, and international outreach activities in the Cincinnati area.

2. Description of Recent Graduate/Graduate Student Services

The applicant will provide personal services, participating as a Research Operations Staff and PAO staff members on a wide-variety of support activities relating to communication and public relations.. These activities are described below:

- ! Applicant shall develop and maintain the Bacon's News Wire Service used for disseminating information to the news media and shall research media outlets to update the system.
- ! Applicant shall take prompt, timely action to respond to requests for information according to PAO requirements and protocols.
- ! Applicant shall develop a new communication tool/brochure for use by the general public to inform the reader on research conducted by EPA in Cincinnati.
- ! Applicant shall will assist in the preparation of a wide-variety of reports, fact/alert sheets, news releases, media advisories, and other documents, as required.
- ! Applicant shall assist with requests for environmental information, visits by international visitors, tours, and other duties, as required.

3. Required Expertise/Skills:

The recent graduate/graduate student is required to possess a BA/BS degree from an accredited college or university (within the last 2 years) with previous experience with public relations-type work.

The recent graduate/graduate student should have a knowledge of media wire services and possess excellent oral and written communications skills. The applicant must be capable of operating a personal computer and have a knowledge of word processing and spreadsheets.

4. Description of Working Conditions:

The student will work in an office environment using personal desktop computers and software.

5. Compensation:

Compensation is commensurate with the level of education and experience, as follows:

\$14.28/per hour for recent graduates or graduate students with a BA/BS degree from an accredited university. This rate includes cost of self-employment taxes for Social Security and Medicare.

The position is for 40 hours per week.

Student shall be responsible for all costs of transportation to and from the principal duty station location. The Government does not provide housing, meals or other living expenses while working at the principal duty station. Travel away from the duty station is not anticipated.

6. Principle Duty Station:

Office of Research and Development
National Risk Management Research Laboratory
Resource Operations Staff, PAO
26 W. Martin Luther King Drive
Cincinnati, OH 45268

The student may enter the building only during business hours or when a project member is present.